



CUSTOMER HANDBOOK

DIRECTORATE OF CONTRACTING

**UNITED STATES MILITARY
TRAINING MISSION KINGDOM OF
SAUDI ARABIA**

October 2002

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MEMORANDUM FOR USMTM CUSTOMERS

FROM: Directorate of Contracting

SUBJECT: Customer Handbook

1. This handbook is designed to provide a snapshot of valuable information that will enable our customers to efficiently process their requirements through the Contracting Directorate. After all, our customer is our number one priority. The attached package will assist you in the planning, preparation, and processing of purchase requests to ensure timely contracting support. This edition also includes new procedures in Part 7 that will explain the process to obtain badges and passes for contractors who work on our main facility at Eskan Village.
2. Personnel from within my directorate are also available to work directly with those individuals of your organization who are involved in the acquisition process. I'm proud to be on the USMTM team and leading an outstanding group of professionals. Customer satisfaction is one of our primary goals—we're here to serve. Please contact me at 435-7037 with any questions.

////Original Signed////

ANDREW C. OBERMEYER, Major, USAF
Director of Contracting

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Part 1 - Organization and Functions

1.1. Mission: At the Directorate of Contracting, our mission is to provide timely and efficient planning, contracting, and administration of acquisitions for the delivery of equipment, supplies, construction, real property and real estate leasing, and services in support of the USMTM mission. The Directorate is located in villas 62-07 and 62-09, and we are here to serve your acquisition needs. Our goal is to satisfy all of our customers' acquisition requirements. As contracting professionals, we are also charged with adhering to the laws and regulations that govern our profession. They can often be complex and bewildering to those outside the acquisition community. We understand this, and will work hard to make the acquisition process as painless as possible for you, our customers, and we will get the job done in the most expedient manner possible. Bottom line, we are here to help you.

1.2. Role of Government Contracting Organizations: Simply stated, contracting involves the processing of purchase requests for supplies, services, and construction projects that are to be completed for the Government using Government funds. The contracting process involves both competitively awarding contracts and administering the contract upon award until the customer accepts the commodity, service, or construction project as complete. The Federal Acquisition Regulation (FAR) is the primary regulation by which contracting is given the authority to do its job. The codification of all the various federal laws and regulations concerning the acquisition process, the FAR is what Government contracting officers are paid to interpret, implement, and use to obligate Government funds. Government Contracting Officers (COs) are by no means allowed to deviate from the FAR in any way. All that being said, the FAR provides a wide range of options that the CO can apply to your specific requirement to achieve the desired results. However, customers need to remember that COs are the only people authorized by the law of agency to act as agents of the US Government and obligate Government funds. Whenever someone other than a warranted CO (or authorized designated ordering official) obligates Government funds (regardless of intent), an unauthorized commitment occurs. Should an unauthorized commitment occur, a process called ratification must then be accomplished. The process does not always result in a ratification of the unauthorized commitment, which may leave the customer liable for the bill. To avoid this, always consult with your CO and only place orders when you are authorized in writing to do so.

1.3. Organization: Contracting authority is delegated from the Chief of the Contracting Division, Directorate of Logistics, Headquarters, Air Combat Command. The USMTM Director of Contracting is responsible for all operations of the directorate and executes the Local Purchase Program as described in Air Force Instruction 64-109, *Local Purchase Program*. The Director also executes authority delegated by the Chief of USMTM to plan negotiate and consummate leases on behalf of USMTM. The Director is assisted by a Superintendent who oversees business operations within the Directorate. Directorate personnel also serve as Business Advisor to the many customer organizations within USMTM and its supported missions. The Contracting Directorate is organized into several flights that focus on customer needs.

1.3.1. A Flight: This flight is responsible for purchasing all supplies and equipment, essentially anything that would be classified as a commodity. They also execute purchase orders for services, establish and administer Blanket Purchase Agreements (BPAs), and run the

Government Purchase Card Program, which is better known as IMPAC. This section is responsible for the purchase and administration of all small dollar services. Services customers will submit requests directly to Contracting via an AF Form 9. Small dollar services include contract repair service (CRS) and preventative maintenance contracts. The Directorate of Logistics remains the first tier customer for this flight. Customers should contact the Customer Service Section of Supply (435-7040) to make inquiries prior to processing requirements for commodities.

1.3.2. B Flight: This flight is responsible for acquisition of large dollar services and construction projects. The Quality Assurance Program Coordinator within the flight is responsible for the Quality Assurance Program on all service contracts. Quality Assurance includes performing contract surveillance to ensure satisfactory performance throughout the contract. This flight is also responsible for the purchase and administration of construction. Construction includes the addition, alteration, repair, and maintenance of real property. Construction requests must be submitted to Directorate of Public Works (DPW) for evaluation and assessment prior to being forwarded to the Contracting Directorate. DPW is the primary customer for this flight, although they provide support to many other organizations as well.

1.3.3. Plans and Programs Flight: This flight is responsible for maintaining the integrity of the Standard Procurement System (SPS). Along this line, it also receives and processes all purchase requests, provides administrative support, generates various daily and monthly listings, analyzes reports, maintains a commercial source listing.

1.3.4. Leasing: The Leasing Specialist is responsible for the rental and administration of real property in support of USMTM mission throughout Saudi Arabia. Leasing actions are processed in accordance with USMTM Regulation 64-1, and are uniquely different than the Directorate's contracting actions executed under the FAR guidance.

Part 2 - General Customer Information

2.1. Definitions:

a. Agent - Within the Federal Government, anyone who is empowered to act for the government is a government agent. An agent's authority is always limited. For example, a government employee authorized to inspect and accept supplies or services for the government is an agent; however, the individual's authority is limited solely to inspecting and accepting or completing a discrepancy report for supplies or services (which were purchased by yet another agent who has the authority to obligate government funds). **The only agent authorized to obligate the government to pay for supplies or services from a commercial source is a warranted contracting officer** (except for authorized designated ordering officials).

b. Automated Data Processing Equipment (ADPE) - computer hardware/software and other related equipment.

c. Blanket Purchase Agreement (BPA) – a simplified method of filling anticipated repetitive needs for supplies or services by establishing “charge accounts” with qualified sources of supply. Allows the government to make frequent purchases or calls, verbally or in writing, and receive one monthly bill for all supplies or services purchased

d. Change Order - A unilateral or bilateral agreement issued by the contracting officer directing a modification to a contract.

e. Commercial Acquisition – The use of simplified procedures for the acquisition of supplies and services in amounts greater than the micro-purchase threshold (\$2,500) but not exceeding \$5,000,000, including options if items or services are determined to be “off the shelf” in nature.

f. Contracting Officer (CO) - An individual appointed as an authorized representative of the government to enter into and administer contracts, and make determinations and findings with respect thereto on behalf of the United States. COs are the only people who can place orders with vendors for products or services, except for authorized designated ordering officials.

g. Delivery Order (DO) - An order for supplies or services written against a pre-existing contract.

h. Estimated Delivery Date (EDD) - The estimated date the requested item will be delivered to the end-user.

i. Federal Acquisition Regulation (FAR) - The directive that applies to all government contracting activities, and is predicated on Congressional Statutes.

j. Formal Contract - A multi-page agreement containing numerous terms and conditions. This instrument is required for open market purchases over \$100,000 (if not utilizing commercial acquisition procedures) and must be preceded by the issuance of a formal solicitation (Request for Proposal). The entire formal contracting procedure is a lengthy process involving a relatively long lead-time (approximately 75 to 180 days).

k. General Services Administration (GSA) - A government agency that provides federal agencies with a simplified process for obtaining commonly used supplies and services at prices associated with volume buying. Indefinite delivery contracts are established with commercial firms to provide supplies and services at stated prices for given periods of time.

l. Indefinite Delivery Indefinite Quantity (IDIQ) Contract - A contract for an unknown quantity of goods to be delivered over a fixed period of time, but without any set delivery schedule. Items acquired on these types of contracts are delivered on an as-needed basis; when the requirement presents itself, the item is delivered in the quantity that is needed. Construction SABER contracts are usually IDIQ.

m. Inspection - The examination (including testing) of supplies or services to determine whether they conform to contract requirements.

n. International Merchant Purchasing Authority Card (IMPAC) - A government VISA card used to make micro-purchases (under \$2,500) when and where authorized by the card's approving official.

o. Maximum Repair Allowance (MRA) - The maximum amount that is allowed to be spent on the repair of an item.

p. Negotiation - The acquisition of supplies, services, or construction without sealed bidding. Negotiation simply allows for further discussion and revision of offers after the opening of proposals. This procedure includes the issuance of a Request For Proposal (RFP) followed by negotiations with each reasonable offeror.

q. Preventive Maintenance Agreement (PMA) - A services contract written for an item as a means to provide repair for the item on an as-needed basis.

r. Purchase Order (PO) - An offer by the government to purchase goods or services up to \$100,000.00. Special test programs are in place that sometimes allows purchase orders using commercial practices to be written up to \$5,000,000 using simplified commercial acquisition procedures. Purchase orders are an offer by the government to purchase goods or services within a defined period of time. Once the delivery date has past, customers may not accept the goods or services because the government's offer has expired. Customers need to carefully check delivery dates and immediately contact their CO if the goods or services are not delivered by the date specified in the purchase order.

s. Purchase Request (PR) - An AF Form 9, “Request for Purchase”, DD Form 1348-6, “dash-six”, or other authorized form, which is prepared as the initial request for a contracting action. It is prepared by the activity authorized to request direct contracting support for the purchase of materials, supplies or services.

t. Quality Assurance Personnel (QAP) - A technical expert assigned on particular contracts to assist and advise the CO concerning the technical aspects of the contract. Their primary function is to inspect the contractor’s performance for compliance with the contract. Their duties include evaluating and documenting contractor’s performance in accordance with the Quality Assurance Surveillance Plan (QASP), notifying the CO of any significant performance deficiencies, maintaining surveillance documentation, and recommending improvements to the QASP and SOW throughout the life of the contract.

u. Quality Assurance Program Coordinator (QAPC) - The individual within the contracting office who manages the installation QAE Program. Provides contract surveillance training and assistance to functional area personnel and contract administrators.

v. Ratification - The process which follows an order to approve an unauthorized commitment by an individual who is not a warranted contracting officer and thus does not have the authority to obligate government funds. Ratifications are time consuming and could result in the person who unlawfully obligated the government to have to pay for the item out of his/her own pocket and/or be subject to administrative discipline.

w. Request For Proposal (RFP) - A solicitation used in negotiating a formal contract. Normally more complex than sealed bid Invitation For Bids (IFBs), it takes more time due to source selection and technical review procedures.

x. Request For Quotation (RFQ) - A solicitation used for the purchase of supplies or services of \$100,000 or less, using simplified commercial acquisition procedures.

y. Required Delivery Date (RDD) - The Julian date when an item must be on hand to complete the mission.

z. Simplified Acquisition Procedures – Recent changes in Federal Law have introduced streamlined procedures for items valued below the *Simplified acquisition threshold*, which is \$100,000. Additional authorities allow the procedures to be applied to some purchases of supplies or services of \$5,000,000 or less in instances when commercial acquisition procedures can be used. These simplified procedures significantly reduce the lead time and cost of making awards.

aa. Supplemental Agreement - Any contract modification which is accomplished by mutual agreement and with signatures of the contractor and the contracting officer. Also known as a bilateral agreement.

bb. Termination - The act and procedure of terminating (canceling) an active contract for either convenience of the government or contractor default.

2.2. Contracting Regulations: The Federal Acquisition Regulation (FAR) was created to implement the Office of Federal Procurement Policy Act of 1974. As such, the FAR and its amendments have the same force as federal law and require compliance by all individuals when dealing within its purview. It should also be pointed out that although the FAR is the principal directive, there are other statutes governing Defense Contracting. Further, Executive Orders, Comptroller General decisions, and Judicial decisions have a pronounced impact on the contracting process.

2.3. Deviations: According to the FAR, contracting officers are strictly prohibited from deviating from contracting directives spelled out in the FAR and all its applicable supplements and regulations without compelling reasons and prior approval. If you must request a deviation, then furnish written facts upon which the contracting officer may request deviation authority from higher headquarters.

2.4. Who Can Obligate the Government: Only appointed contracting officers (COs), leasing agents, and authorized IMPAC Card holders are authorized to enter into contracts, or agreements that obligate the government. This includes the purchase of supplies, services, construction, and leasing of real property. By the same token, contracting officers are the only people authorized to make changes to contracts. In line with the Law of Agency, the contracting officer is appointed as the individual with the authority to carry out the acts provided for in the statutes governing procurement actions. No other individual may legally obligate the government, except the contracting officer.

2.5. Unauthorized Contracting Actions (Ratifications): Unauthorized contracting actions, or ratifications, are generally defined as those occasions when a person other than a contracting officer obligates the government. Only appointed contracting officers have the authority to obligate the U.S. Government. Ratifications are a violation of federal law and may lead to disciplinary action. Bottom line, don't put yourself in an embarrassing situation. Be alert—notify the Directorate of Contracting at the earliest opportunity for assistance. Government employees whose duties require contact with contractors or suppliers, but who have no contractual authority, should inform the contractors and suppliers of their lack of contractual authority. This information will protect both the interests of the government and the individuals. Personnel who have not been designated as authorized representatives of the contracting officer for the purpose of purchasing supplies and services or administering a specific contract cannot:

- a. Make statements regarding proposals, which may be construed as a commitment of the contracting activity.
- b. Permit or direct a contractor to make changes in technical provisions of a contract without the prior knowledge and written approval of the contracting officer.
- c. Issue a letter of intent to purchase or in any way become involved in the contracting process.
- d. Tell a contractor to stop work on an existing contract.
- e. No one can receive or order commercial supplies or services before an order or contract has been awarded by authorized contracting personnel.

2.6. Fraud, Waste, and Abuse: Each year the Department of Defense loses millions of dollars as a result of fraud, waste, and abuse. Over half of the Department's annual budget is obligated by contracts, therefore, contracting is always considered a prime target in this area. You can help deter fraudulent acts by reporting them to the proper officials. Suspected fraud involving contracting or the contractor should be reported to the Director of Contracting, or to your Inspector General's office.

2.7. Code of Conduct & Ethics: The Joint Ethics Regulation and FAR Part 3 provide detailed guidance on what is expected of all personnel. Acceptance of gifts or favors may well result in criminal prosecution. A small minority of contractors and unscrupulous people are willing to advertise the fact that a favor in the "right hands" will produce business. If a gratuity is delivered to you (left on your desk, front porch, in your car, etc.), return it! If it is not possible to return it, turn it over to your supervisor. Report all such incidents or offers of gifts from contractors to your supervisor. Whenever you are in doubt, call the Director of Contracting or consult the Staff Judge Advocate Office.

2.8. International Merchant Purchase Authorization Card (IMPAC) Program: This program provides customers with a simplified acquisition method of obtaining needed supplies and services. The IMPAC program may be used to purchase expendable supplies and non-expendable equipment unavailable through the Base Supply Service Store. The following are some particulars of the IMPAC program:

- a. The IMPAC is assigned to a specific individual with the individual's name embossed on the card.

- b. The maximum per-purchase charge (to include multiple items) is \$2,500 or less as specified by your Billing/Approving Official.

- c. Use of the card requires "up-front" funding, using an AF Form 4009, "Obligation Authority".

- d. All cardholders and approving officials are required to receive training provided by the Directorate of Contracting prior to using the card.

- e. Reconciliation of purchases is required on a monthly basis. However, as purchases are made, they must be documented and the amount deducted from the AF Form 4009 to ensure the established limit is not exceeded.

Part 3 - Customer Responsibilities

3.1. Planning Your Requirement Buy: Contract planning is the single most important element in accurate, efficient, and timely contracting support. Get a contracting officer or leasing agent involved at the first sign an upcoming requirement will be purchased locally. Even if there is doubt as to whether or not your need can be satisfied through contracting channels, call us and let us help you determine your course of action. In any case, contact us early in your planning process. This is particularly important for requirements estimated to exceed \$100,000, as substantial lead times may be required. Keep the “5 P’s” principal in mind, “Prior Planning Prevents Priority Purchases”.

3.2. How to Obtain Local Purchase Support: The first thing you should do is determine which base activity is the Office of Primary Responsibility (OPR) for your particular need (Directorate of Logistics, Directorate of Communication Services and Integration, Directorate of Public Works, etc.). Contacting the functional office of responsibility first may save you a great deal of time. The OPR knows the correct supply source and may well satisfy your requirement in-house or through established sources other than local purchase. If the OPR cannot satisfy your requirement, they will advise you to seek local purchase support. The OPR may also need to review and coordinate on your Form 9 Purchase Request prior to your submitting it to the Contracting Directorate.

3.3. Methods: Purchasing falls into four categories: Micro-purchases, simplified acquisitions procedures (SAP), formal contracts, and orders under existing contracts. To choose the correct category, you must first estimate the total dollar value of your requirement. Remember, never split requirements to fall under a threshold!

3.3.1. Micro-Purchases: A micro-purchase is any buy under \$2,500. It is U.S. Government policy, as enacted by law, to permit the customer to directly purchase items costing less than \$2,500 without the direct assistance of contracting. The law recognizes that customers, who are themselves government employees held to the ethics standards, can make the same type of responsible purchasing decisions for small dollar items that they do when using their own money in the commercial marketplace. The cost to the government associated with pushing these small dollar purchases through the local purchase program outweighs any value added by contracting personnel. The Government Purchase Card Program was created to facilitate micro-purchases. The card is known as the IMPAC card, and it works just like any other credit card. A micro-purchase has no set-aside or competition requirements, and only mandatory sources must be checked before the item can be procured on the local economy. There is no requirement to obtain competitive quotes so as to ensure the price being paid is fair and reasonable. The system relies on the customer’s own determination that the price is fair and reasonable. Cardholders and billing/approving officials must be trained prior to obtaining cards and accounts. Appointment letters are available on the USMTM Intranet. Simply copy the letter to your personal computer, fill in the necessary information, obtained the signature of your Division Chief or Director, and forward the appointment letter to the Contracting Directorate. The Installation Purchase Card Program Manager will contact you to arrange an appointment for training. ***Personnel going to a downrange site must be trained prior to heading downrange.*** Since micro-purchases are

generally bought directly by the customer with an IMPAC card, lead times are only limited by the cardholder's ability to find a source of supply and actually purchase the item. This greatly increases response time for simple acquisitions and allows the actual end-user to control almost the entire procurement process. Occasionally, local vendors may not accept the purchase card. Should this happen, contact the Installation Purchase Card Program Manager. He or she may know of other sources of supply that do accept the card and can meet your needs. On rare occasions, an exception to policy may be granted permitting a purchase request to be submitted to the Contracting Directorate should no sources be available that accept the purchase card. As time goes by, use of credit cards is becoming more and more common throughout the kingdom.

3.3.2. Purchases using Simplified Acquisition Procedures (SAP): SAP applies to all purchases between \$2,500 and \$100,000, and can be extended to purchases up to \$5,000,000 in certain circumstances using special authorities. SAP generally requires the solicitation of two or more price quotations. The quotations collected are evaluated and an award is made to the responsible offeror whose quotation is in the best interest of the government when price, delivery, and other factors are considered. The use of firm product and service specifications when soliciting prices dictates the lowest quote is usually the most advantageous. The actual purchase is accomplished via the use of a Purchase Order. SAP allow for purchases to be made using streamlined negotiation processes and afford minimal lead-time and administrative cost. Purchases under the simplified acquisition threshold of \$100,000 can usually be completed in 15 to 30 days after receipt of the purchase request and any required supporting documentation. Purchases up to \$5,000,000 using the SAP will take longer, but can usually be completed within sixty days after receipt of the purchase request and its supporting documentation. Remember, SAPs are not source selections, and only work when quotes are key award criteria, so not all actions below \$5,000,000 will be handled by SAP. The complexity of the purchase requisition will also add days to the process. In addition to the time it takes to make the award, the contractor must also be given sufficient time to obtain and deliver the required goods or services. Customers should consider both the procurement lead-time and the time it takes a vendor to produce and deliver an item when establishing their required delivery dates (RDD).

3.3.3. Formal Contracts: Federal law, which applies to USMTM procurements, requires that all purchases over \$100,000 (except those that can be done using SAP) be fully and openly competed in the marketplace and be documented using formal contracting procedures. In general terms, your CO will issue a solicitation, which includes detailed requirements (often in the form of a statement of work) and source selection procedures and criteria. The CO must carefully follow the procedures, and may not deviate from the criteria specified in the solicitation when determining the awardee. Within those parameters, the CO will select the contractor that best satisfies the solicitation specifics. Award may not always be to the low offeror, as different source selection types permit the consideration of criteria other than lowest price. It's very important to take time to discuss these issues with the CO prior to release of the solicitation. This will help to ensure that the acquisition strategy is designed to best meet your needs as the customer. Contracting lead times for formal contracts vary depending on the urgency of need, but generally range from 60 to 180 days. These lead-times usually apply to construction requirements as most supply and service requirements and can often be satisfied utilizing commercial procedures. Construction procedures are more detailed but can be accommodated within the same time frames.

3.3.4. Orders Under Existing Contracts: Many common-use items are covered by open-end contracts such as those awarded by the General Services Administration (GSA). GSA's contracts are referred to as "Federal Supply Schedules" and may be either mandatory or optional. Optional schedules are considered "preferred" sources for Government use before using open market sources. Orders against existing contracts are called Delivery Orders and are controlled by the provisions of the basic contract. In general, such ordering vehicles are not widely applicable to our needs here in Saudi Arabia, and FMS case funded actions are generally exempted from the mandatory schedules. Blanket Purchase Agreements (BPAs), though technically not contracts, can be established for repetitive but variable needs. The Directorate has a separate guide on the use of BPAs, which is available on the USMTM Intranet.

3.4. Contract Administrative Lead Time (CALT): Contracting lead time is the administrative time required to accept the requirements package, prepare the solicitation documents, advertise the acquisition, receive and analyze bids or offers, obtain the necessary approvals, and issue a contractual document. In other words, CALT is the time from receipt of a requirements package to the issuance of a contract. The requirements package, at minimum, includes at least the purchase request document, but may also need to include a SOW, QASP, and a government estimate. CALT does not include delivery time in which the successful bidder can furnish the item or service. Customers need to consider the time necessary to prepare and coordinate the purchase request package, the CALT, and the time needed by the contractor to actually provide the item or service, and plan requirements early enough to accommodate the lead-time.

3.5. Urgent/Emergency Requirements: The contracting office will give urgent/emergency requirements top priority. Please keep in mind though, that the attention given to your requirement slows down every other requirement, so be judicious when requesting emergency service. If you require expedited attention for your action, please contact the Contracting Directorate personnel by phone and advise them. We will do all we can to meet your needs. If you need to "walk-thru" an emergency requirement, it is still necessary for the requesting activity to obtain proper coordination from other applicable staff directorates prior to bringing the requirement to the Contracting Directorate. The individual who hand-carries an emergency walk-thru to contracting should be the person who will pick the item up from the supplier. This individual must be technically knowledgeable of the requirement. If you have a contracting requirements during non-duty hours contact the Security Operations Center. They will in turn contract the appropriate contracting personnel. The Directorate and Superintendent can also be reached by cell phone or at their residence villas. The numbers are listed in the USMTM telephone directory.

3.6. Government Estimates: Some form of price/cost analysis is required with every negotiated contracting action. To assist in the analysis of the price/cost, the government must develop an independent cost estimate of the requirement. The functional area responsible for the requirement is required to develop the government estimate. The estimate should be included in the requirements package. For purchases below \$100,000, the estimate is simply the same as the amount funded on the purchase request, and simply reflects a reasonable estimate of the anticipated purchase amount based upon the customer's experience and professional judgment. For items exceeding the Simplified Acquisition Threshold of \$100,000, more

complex estimates will likely be necessary. The best thing to do is contact the CO for advice on the level of detail that will be needed. Estimates should include as a minimum a complete breakout of each element. (i.e. line item) consisting of labor costs and material costs. The two (labor and material) costs will become the total costs for each particular line item, once overhead and other factors are considered. As a general rule, the more widely competition is available, the less reliance needs to be placed on the detail of the government estimate. Your contracting officer can also give you good advice on how to prepare the breakouts and how to obtain comparisons to like items and services, and where to get information on rates and overhead factors.

3.7. Disclosure of Government Estimates: Government cost estimates must be treated as confidential information and should be marked “FOR OFFICIAL USE ONLY.” Such estimates will not be revealed to the public except by authorized contracting personnel and only after bid opening/award. Disclosure prior to this time puts contracting personnel at a disadvantage in dealing with proposed contractors and gives those who have received the information an unfair advantage over others competing for the same work.

3.8. Advance Planning: Proper advance planning for future requirements can result in a savings of time and money. Assigning all requisitions a priority or “ASAP” is not a guarantee the item will arrive on time, since emergency and higher priority items could result in a backlog of less urgent buys. With proper planning, your routine requisitions can be bought and delivered in a timely manner, with a savings of your unit dollars. Routine requisitions allow contracting to solicit competitive pricing from several sources to compete for the items, which generally means lower prices.

3.9. Sole-Source Acquisitions: Sole-source acquisitions are any acquisition where only one source is to be solicited. The Competition In Contracting Act (CICA) requires strict justification for contracting without providing for full and open competition. You, as the requiring activity, are required to submit, along with the requisition, a sole-source justification on any requisition which is expected to exceed \$2,500. Remember that the Competition In Contracting Act (CICA) is the law and not the exception. Contact the CO for information on how to prepare the sole source justification documentation.

Part 4 - Purchase Requests

4.1. When are Purchase Requests Required? A purchase request constitutes administrative authority for affecting a local purchase. It is required for any obligation of funds, whether a new contract or changes to an existing contract. The Contracting Office cannot begin a contracting action without a proper purchase request. Also, keep in mind that the IMPAC program must be used for any Commodity or Service purchase under \$2,500.

4.2. Who Initiates and Approves Purchase Requests? Division Chiefs, Commanders, Staff Directors, and Supervisors are responsible for determining and designating within their organizations those individuals authorized to initiate purchase requests.

4.3. Customer Decisions: There are several decisions that must be made before actually processing a request for local contracting support. The following questions illustrate some of the decision you must make before submitting a requirement to us for local purchase:

- a. Is your requirement available through government channels (i.e. Directorate of Logistics for supply items, Director of Public Works for housing items, etc.)
- b. Have you determined the availability of funding for your requirements? This matter should be discussed with your resource advisor.
- c. Is the item a Supply requisition or a Form 9 requisition?

4.4. Specifications and Descriptions: The primary difference between a specification and a description is the degree of detail. A specification is an in-depth explanation of the service or supply item by size, color, weight, material used in fabrication, etc. An item can be literally constructed based on the information in an adequate specification. A description, on the other hand, is a less involved explanation. It is written in simple language like you would use in your own private purchases. A good rule of thumb when preparing either is to describe the requirement as though you are not going to receive any part of it, (because chances are you won't); do this without the mention of a brand name or part number and you are off to a good start. If you add a brand name you must list the salient characteristics, otherwise it will be considered as a standard of quality only and an "or equal" item might be bought, unless the request is accompanied by a legitimate sole-source letter.

a. Specifications: All non-commercial requirements estimated to exceed \$100,000 require detailed technical specifications. All construction requirements require specifications regardless of dollar amount.

b. Purchase Description: A purchase description may be used instead of a specification for purchases not expected to exceed \$5,000,000 when utilizing commercial procedures for supplies and services. A good purchase description helps us buy exactly what you want and it usually helps us get a better price. A purchase description should set forth the essential physical and functional characteristics of the materials or services required.

1. Characteristics of a Good Description: A good purchase description would include as much of the following information as possible:

- a) kind of material
- b) electrical data, if any
- c) dimensions, in terms of minimum or maximums
- d) principles of operation
- e) restrictive or significant environmental conditions
- f) if part of an assembly, the location within the assembly
- g) essential operating conditions
- h) special features, if any
- i) intended use
- j) operation to be performed
- k) equipment with which the item is to be used
- l) other requirements, as appropriate

2. As you can see, an adequate purchase description can easily be prepared by the average specialist. Labels, tags, etc., often contain considerable information from the manufacturer. However, if a description is not feasible, a less desirable alternative exists—“brand name or equal”.

c. Brand Name or Equal Descriptions: “Brand name or equal” descriptions may be used only as a last resort for supplies/equipment. When there is otherwise a feasible way to describe the requirement, that description should be used. One feature of this procedure must always be included—you must describe the salient characteristics of the item (i.e. what criteria must any “equal” item meet). Failure to do this will not only prohibit the Directorate of Contracting from accepting your purchase request, but may also subject you to having to accept a product you can’t even use. It is a long standing legal principle that a product must be accepted as “equal” if it performs the same general function as the brand name specified. Any brand name descriptions received without an accompanying “sole-source” justification will be considered a “brand name or equal” description and be purchased accordingly.

4.5. AF Form 9 Preparation: AF Forms 9, “Request for Purchase”, are generally used to acquire non-personal services, commodities and construction. Appendix 1 provides instructions and examples on how to properly fill out an AF Form 9 for various different requisitions. Regardless of your requirement, be as thorough as possible when filling out Forms 9 so that we at the Directorate of Contracting know exactly what it is that we are supposed to buy for you. If you have any questions on how to complete the form, please contact the appropriate contracting section.

4.6. Documentation Which Must Accompany Purchase Requests:

4.6.1. For Service Contracts: Requirements packages for service contracts must include an AF Form 9 Purchase Request, a Statement of Work (SOW), a Quality Assurance Surveillance Plan (QASP), and an independent government estimate. The SOW and QASP must comply with AFI 63-124, Performance-based Service Contracts. A written commitment from the requiring activity must also be submitted if Government furnished equipment and/or facilities are to be provided. The commitment must state that the equipment and/or facilities will in fact

be available at the start of contractor performance, and that adequate stock levels of government furnished materials that were intended to be provided are in fact on hand at the start of contractor performance.

4.6.2. For Construction Projects: All construction projects must be submitted to the Directorate of Public Works (DPW) before initiating any documents. The FAR defines “construction” broadly to include “construction, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other real property.” The Directorate of Contracting will only accept construction projects from DPW. DPW normally works with the customer and provides contracting with the following documents, among other items:

- a. A detailed cost estimate (AF Form 3052, “Construction Cost Estimate Breakdown”) is mandatory for all construction acquisitions over \$100,000 and at the contracting officer’s option for those under \$100,000.
- b. Drawings/Specifications/SOW.
- c. Designation of one or more project inspectors, by name.
- d. Itemized cost breakdown supporting liquidated damages.
- e. A list of government furnished property to include its condition and value.
- f. MoDA approval letter.
- g. AF Form 9 (funding document).
- h. AF Form 66, Schedule of Materials Submittal.
- i. Project number.

4.7. Routing of Purchase Requests: Personnel assigned to any functional area may initiate purchase requests for supplies or services required and authorized in their area of responsibility. Purchase requests are approved according to each unit’s operating procedures. Purchase requests may be routed through several base agencies before being forward to Budget for fund authorization, unless fund authorization for the requirement has previously been furnished. All purchases for Supply items must be routed through USMTM/DOL. DOL will check available inventory stores to fill these items prior to approving the PR for purchasing. All purchases for Automated Data Processing Equipment (ADPE) must be routed through USMTM/DCSI for coordination prior to being sent through USMTM/DOL. If the items being purchased are for direct delivery to an FMS customer and will not be used by any USMTM or other US personnel, be sure to indicate this in Block 10, as these items will not be filled from Supply stores, or be required to comply with USMTM ADPE infrastructure requirements.

Part 5 - Contract Administration

5.1. Introduction: The contracting process does not end with the award of a contract, purchase order, or delivery order. All the effort spent in planning, describing, and funding your requirement could potentially go for naught without effective administration of the resultant contractual instrument. The role of the contract specialist is to complete the cycle and ensure the customer's needs are in fact satisfied.

5.2. Post-Award Orientation (Pre-Performance Conference or Pre-Con): A pre-con is normally held for construction and service contracts where work will be performed primarily on a government installation. The purpose of the conference is to acquaint the contractor and the interested Mission personnel with the various aspects of the contract's requirements, clauses, working conditions, storage areas, security, traffic, hauling routes, permits, Quality Assurance (QA) functions, etc. It is attended by personnel from the Directorate of Contracting, the contractor and his/her subcontractors, the requesting activity, the designated Quality Assurance Personnel (QAPs), and other interested agencies such as Force Protection, etc.

5.3. Acknowledging Receipt of the Item or Service: Once an award is made and the contractor completes performance, the Federal Government is bound to compensate the contractor for the supplies or services rendered. As such, if the vendor is not compensated in a timely manner, he is due interest for delay. The only way the vendor can be paid is after the supply or service is received. Advance payments can only be authorized in very limited circumstances. In order for Finance to be able to pay for the supply or service, they must have some way of knowing the item or service was actually received. In the Department of Defense, this acknowledgment of receipt can be accomplished by one of three methods:

5.3.1. Standard Form 1449, "Solicitation, Contract, and Order for Commercial Items": The SF 1449 is the method by which the government sets up a Purchase Order (or Delivery Order) with a contractor. Block 32 on the form (see Appendix 2) can be used by the customer as a receiving report. After verifying that you have received exactly those items and quantities specified on the purchase order, simply complete block 32 and return the form to the Contracting Directorate. The CO will verify the correctness of the delivery and certify the SF 1449 and Invoice for payment, and forward the documents to the Comptroller for payment. Once the CO has received a payment voucher from the Comptroller, your purchase order will be closed.

5.3.2. DD Form 250, "Material Inspection and Receiving Report": The DD 250 is a more formal receiving report and is generally required for formal contracts that do not involve a Purchase Order. Appendix 3 gives an example and complete instructions on how to fill the form out properly. It too should be forwarded to the CO after signature by the receiving agent. The CO will process the DD250 for payment using the same process as described for the SF 1449.

5.3.3. Commercial Invoice and/or Receiving Report: Under the commercial acquisition procedures, contractors may also use any commercial form to obtain proof of

delivery and request payment. Process these documents in the same manner as the described above for the SF1449.

5.4. Responsibility for Administration of Contracts: The administration of contracts is a joint responsibility of the using activity and the Directorate of Contracting. The main thrust of administration is to ensure the Government receives what it is contractually entitled to. As a practical necessity, the Air Force has adopted a philosophy of providing an intensity level of administration commensurate with the importance of the contract (usually measured by the contract's dollar amount) and the nature of the work—or a combination of both. In general, supply or service contracts under \$100,000 are administered by exception, and any supply or service contract over \$100,000 and all construction contracts receive full administration. Administration by exception basically means the contract is assumed to be satisfactorily complete unless information to the contrary is reported by the recipient of the goods/services. Full administration means that from the day the document is written, it is assigned to a contract specialist to follow its progress until all efforts are completed and final payment has been made. Questions on fully administered contracts should be directed to the contract specialist responsible for their administration. Service contracts require on-going surveillance by the customer as detailed in the QASP. QAPs should not sign invoices indicating satisfactory performance if the performance requirements and thresholds detailed in the QASP have not been satisfied. Should this situation arise, contact your CO immediately.

5.5. Recourse Against Unsatisfactory Contractors: The contracting officer and/or contract administrator closely monitor all contractor progress/performance reports. **Timeliness is very important!** Fast and accurate reporting is the key to satisfactory contractor performance. Report early symptoms of deficient performance to the contracting officer immediately, and **follow up in writing**. In the event of unsatisfactory performance, several courses of action are available to the CO. Listed from least to most serious, they are:

5.5.1. Initial Discussion: The contracting officer will normally conduct a discussion with the contractor in an attempt to resolve discrepancies in performance. These discussions are documented for possible later reference.

5.5.2. Cure Notice: Continued unsatisfactory performance may result in the contracting officer issuing a cure notice. This notice itemizes the unsatisfactory performance areas and prescribes a fixed number of days within which performance must be corrected.

5.5.3. Show Cause Notice: Failure to satisfy a cure notice may result in a show cause notice. The contractor is put on notice that his contract is being considered for termination for default (or breach) of contract. Usually the only cause for retraction of this notice is if the contractor takes positive steps to correct the problem and can prove that he has taken action to prevent recurrence of the problem. Otherwise, termination will be the next step.

5.5.4. Termination for Default (or Cause) of Contract: This is the final step in contract enforcement. Once a termination notice is issued, there is no turning back. For this reason, you will find that the contracting officer is extremely cautious that the government has a very compelling case against the contractor before initiating this action. Faulty default

termination is not only embarrassing, but could subject the government to possible liability for claims filed by the contractor. Termination for default will make the contractor liable for all re-acquisition costs sustained by the government (including the difference between his contract price and that of the new acquisition) and he will more than likely sustain damage to his reputation and the chance of being awarded future government contracts.

5.6. Termination of Contracts for “Convenience of the Government:” Contracts contain a clause under which the government may terminate the contract at its own convenience. Usually this action occurs when a requirement no longer exists for the items and/or services under the contract. However, it can also result when higher authority adjudges a termination for default to be improper. Termination for convenience may involve payment of a settlement cost to the contractor to compensate him/her for expenses incurred in anticipated contract performance.

5.7. Contract Changes: Only a contracting officer (CO) is authorized to make changes to a contract. Basically, changes fall into two broad categories, and the contracting officer has the final authority in determining which category applies.

5.7.1. Changes within the scope of the contract: Changes within the scope of the contract are those that affect the work originally specified in the contract. The contracting officer is empowered to make such changes upon receipt of proper documentation. The change may be in the form of either a “change order” or a “supplemental agreement” depending upon circumstances existing at the time.

5.7.2. Changes outside the scope of the contract: Changes outside the scope of the contract are authorized only under special circumstances. A formal Justification and Approval (J&A) document must be prepared and approved at the appropriate level by the using activity. Otherwise, directives classify such changes as a “new acquisition” and require a separate contracting action to be pursued. Your CO will advise you on how to prepare the J&A, if it becomes required.

5.7.3. Documentation Required for Contract Changes: Generally, contract changes require the same supporting documentation as the original contract did.

5.8. Past Performance Information (PPI): During the course of awarding each purchase, or conducting a source selection, the CO is required to consider, evaluate and address the contractors past performance as an indicator of expected future performance. The information the CO is required to review is collectively referred to as PPI. Customer feedback is an important source of PPI. Customers sponsoring a contract as the “requiring activity” generate PPI every time they sign for acceptance of goods or services. Quality Assurance Personnel (QAPs) generate PPI every time they perform and document contract surveillance. As a customer using USMTM contacted services, your experience is important to determining the success of the mission and our future Quality of Life. You are the key to building PPI data. PPI must be contemporaneous and cannot be anecdotal. If you experience difficulties with the delivery of services, please contact the assigned QAP right away so the problem can be documented and addressed. You will find a list of QAPs on the Contracting Directorate’s Intranet page.

Part 6 - Contract Repair Procedures

6.1. Procedures For Accomplishing Repairs: Equipment is repaired by qualified contractors utilizing one of several contracting methods. Most repairs are accomplished on an “as required” basis, for which you process a purchase request for the repair of the item. Methods used to contract for repairs are formal contracts, annual preventive maintenance agreements, blanket purchase agreements, and intra-governmental contracts. Under Preventive Maintenance Agreements (PMAs) and Blanket Purchase Agreements (BPAs), selected equipment is maintained by a contractor, normally an authorized dealer of the manufacturer, on an annual basis. Each piece of equipment placed under preventive maintenance will be periodically inspected by the contractor’s field representative to ensure continued operation of the equipment. Additionally, as required, the contractor will accomplish repairs within specific time periods. This type of agreement is restricted to specific types of equipment. If you feel that you have some equipment that would qualify for this type of contract, you are encouraged to contact the Contracting Directorate to discuss the feasibility of including your equipment under a PMA. Use of the IMPAC program when possible is the required method.

6.2. Maximum Repair Allowance (MRA): The equipment custodian is responsible for determining the maximum repair allowance (MRA) on all equipment submitted for repair to the Services Section. Where no applicable MRA is available, the cost of repair is generally limited to 75% of the current cost for the item. The repair cost may exceed 75% if authorized, in writing, by the resource advisor and approved by the Division Chief or Commander. If the repair costs exceed the MRA and there is no justification for exceeding it, the item will not be repaired, but will normally be condemned as uneconomical to repair. The determination to condemn the property as uneconomical to repair will be made by the equipment custodian using the DD Form 1577, “Unserviceable (Condemned) Tag Materiel.” Processing of such equipment for turn-in or replacement is the organization’s responsibility. Also, to ensure the government does not expend more funds to repair a piece of equipment than what the equipment is actually worth, adequate equipment records of past repairs must be maintained. Please note in the event a piece of the equipment is judged uneconomical to repair, the government is liable for costs incurred by the contractor to tear down the equipment to provide the repair cost estimate. However, with adequate records, an equipment custodian should be able to determine if a piece of equipment is uneconomical to repair and thus avoid this unnecessary cost.

6.3. Preventive Maintenance Agreement (PMA): Preventive Maintenance Agreements include maintenance type contracts with periodic service calls or preventive maintenance coverage (monthly, quarterly, biannual) and those contracts with no periodic service calls or “on call” repair service.

6.4. Blanket Purchase Agreement (BPA): The Blanket Purchase Agreement is a simple method of filling anticipated repetitive needs for supplies or services by establishing a type of “charge account” with qualified sources of supply. The BPA is an administrative convenience. It is used to reduce administrative costs because only one purchase document is generated, payments are deferred, orders may be placed orally or in writing, and payments are made no

more than monthly unless approved by the Contracting Officer. A separate BPA Guide can be found on the Contracting Directorate's Intranet page. It explains how to get a BPA established, and the customers' role in managing the BPAs. Only callers authorized in writing by the CO may place calls against BPAs, and all authorized callers must be trained prior to being authorized. Timely reporting is critical. Reports of calls must be submitted to DC by the 15th of each month for the previous month and documented on an AF Form 616. Even if there were no calls against a BPA for a given month, a negative report must be submitted using an AF Form 616.

Part 7 - Contractor Access to Eskan

7.1. Procedures For Gaining Access to Eskan Village: In order to perform contract requirements, contractors will often need access to Eskan Village for their employees. Access may be required for contractors doing services or construction on Eskan, including contractors with BPAs and those doing services ordered with an IMPAC card. Ordinarily, access is not permitted simply to make deliveries. Access to Eskan Village is controlled by the Ministry of Defense and Aviation (MoDA), and is subject to change at any time. The USMTM Provost Marshal's Office (PMO) is the responsible agent for coordinating access request with MoDA. Shortly after a contract is awarded, the Contracting Officer will send a letter to the contractor advising of the procedures to obtain access. The letter will include the forms that must be completed by the contractor. PMO is responsible for posting the forms on the USMTM Intranet and for keeping them current. If the contractor will require access for longer than 180 days, badges will be requested. If access is required for a period of less than 180 days, passes will be requested. These procedures only apply to Eskan village. Customers needing to have contractors access downrange facilities should contact the local Detachment Commander.

7.2. Procedures For Obtaining Badges:

7.2.1. Initial Issue: The Contracting Officer will prepare a letter to the contractor advising of the procedures to obtain badges and attaching the forms provided by PMO and located on the USMTM Intranet. The contractor will be requested to return the completed forms to the Contracting Officer. Upon receipt, the Contracting Officer will download a form letter from the USMTM Intranet and forward the completed forms to the customer for processing through PMO. The Contracting Officer will attach a copy of the contract document to the package. The customer is required to sign the form letter acknowledging receipt of the badge request. The customer will identify which areas of Eskan the contractor will need to access to prior to processing the badge request. If assistance is required in determining the access areas, the customer should consult with PMO. The customer's signature on the form letter also verifies acknowledgement of responsibility for the contractor once access is granted. Contractors with badges may be allowed access to approved areas without escorts. PMO will process the applications through MoDA and notify the Contracting Officer, who will in-turn coordinate with the customer and contractor to establish a time for them to meet at MoDA to have employee pictures taken. The same communication route will be used to notify the contractor when the badges may be picked up at MoDA. If any requests for badges are denied, PMO will work the issues with MoDA and keep the customer informed. However, all communications to the contractor will flow through the Contracting Officer. The Contracting Office will also notify the customer when the badges are ready to be picked up by the contractor, so the customer will be aware that the contractor is ready to begin performance of the contract.

7.2.2. Additional Badges, Option Periods and Contract Extensions: During the period of performance, all requests for additional badges should be made by the contractor to the Contracting Officer, who will once again engage the customer to process the badge request through PMO, using the same process as was used to obtain the initial badges. If the contract should require an extension to the period of performance, the Contracting Officer will be

responsible for initiating the process to obtain new badges for extended period. MoDA will not extend existing badges, so the entire process must be repeated. The contracting officer will also initiate new applications each time an option period is exercised. The application process should be initiated at least thirty days in advance in order to avoid potential delays with obtaining the new badges.

7.2.3. Return of Badges: The contracting officer will be responsible for ensuring that the contractor returns all badges to MoDA prior to processing the final payment on the contract. PMO maintains a listing of outstanding badges. The Contracting Officer will coordinate with the PMO office to ensure that all contractor badges have been returned prior to approving the final contract payment.

7.2.4. Driving Privileges: Contractor employees may also require permission to drive on ESKAN in order to perform their duties. The customer should identify the need for driving privileges to the Contracting Officer prior to the initiation of the badge request. The Contracting Officer will then include a driver's application in the badge package. Contractor personnel who are permitted driving privileges will have a "D" designation added to their badges.

7.3. Procedures For Obtaining Passes: Pass procedures are exactly the same as those described above for obtaining badges. Customers should keep in mind that all contractors holding passes will need to be escorted by the customers while they are performing work on ESKAN. All escorts need to be white badge holders. All contractor personnel will be required by MoDA to present a current Iqama at the gate. MoDA will hold the Iqama until the contractor completes the work on ESKAN and exits the compound, at which time the pass will be turned back into MoDA in exchange for the Iqama. No special drivers application is necessary for contractor's working on ESKAN under a pass, since a customer holding a white badge must always escort pass holders. Customers are advised that the normal lead-time for obtaining passes is one work week.

Appendix 1 - Instructions for Preparing AF Forms 9

The following notes refer to the blocks on the attached samples of the AF Form 9, “Request for Purchase”.

a. Block 1: No.

Number this block in the following manner:

positions 1-2:	F3 if the Form 9 is for Subscriptions F5 if the Form 9 is for Services/Leasing FU if the Form 9 is for Repair FQ if the Form 9 is for Construction FY if for commodities
positions 3-6:	organization SRAN
position 7:	last digit of the calendar year
positions 8-10:	Julian Date
positions 11-14:	your log reference number, always start with 0001 and start over daily

b. Block 2: Installation

Enter: USMTM

c. Block 3: Date

Enter the date that the AF Form 9 was prepared

d. Block 4: To: Contracting Officer

Enter: USMTM/DC

e. Block 5: Class

Leave blank

f. Block 6: Through

Enter the offices through which the Form 9 must pass for certification (usually budget USMTM/CD). All purchases for Supply items must be routed through USMTM/DOL. DOL will check available inventory stores to fill these items prior to approving the PR for purchasing. All purchases for Automated Data Processing Equipment (ADPE) must be routed through USMTM/DCSI for coordination prior to being sent through USMTM/DOL. If the items being purchased are for direct delivery to an FMS customer and will not be used by any USMTM or other US personnel, be sure to indicate this in Block 10, as these items will not be filled from Supply stores, or be required to comply with USMTM ADPE infrastructure requirements.

g. Block 7: From

Enter your organization symbol along with the name and telephone number of the person to contact if a question should arise about the purchase request.

h. Block 8: Contract, Purchase Order or Delivery Order No.

No entry is required unless an existing purchase order or contract applies to the request.

i. Block 9: Purchased For

Enter your unit's name.

j. Block 10: For Delivery To

Enter the location, building and room number where delivery is to be made or services are to be performed. Please don't use abbreviations. If the delivery is to a down-range location, specific instructions regarding who and where to deliver the items may need to be included on a separate sheet of paper. If delivery is to a non-USMTM or US organization, as may be the case with some FMS and TAFT purchases, be sure to clearly identify that delivery is to be made to host nation personnel. If a funding document is attached, such as a MIPR, and you desire a different delivery address than the one provided on the MIPR, please be sure to specify the desired location.

k. Block 11: Not Later Than

Enter the appropriate date the item is required

l. Block 12: Item

Enter the four position requisition line item number. Line item numbers should start with 0001 and be numbered consecutively from there. Numbers will start over for each form 9

m. Block 13: Description of Material or Services to be Purchased

COMMODITIES

1. Block a: Stock Number

Enter the item's federal stock class number in this block. The customer is responsible for researching for an existing stock number. If the number is not known, leave blank

2. Block b: Item Description or Specifications

Enter the item's description or specifications about the item. For a discussion on specifications and descriptions, see section 4-4, "Specifications and Descriptions." It is of the utmost importance that you be as specific as possible (but not excessively restrictive) so that we can purchase the item that you want.

3. Block c: Suggested Source

Whenever possible, provide a suggested source (along with a phone number).

4. Block d: Miscellaneous Information

SERVICES

1. Block a: Statement of Nonpersonal services and certification of non-availability of government services

If the service is for contract repair, enter:

"Services Nonpersonal: Contractor will furnish all labor, tools, parts, materials, facilities, and transportation necessary to tear down, inspect, quote, and repair item(s) listed below. I certify that government repair capabilities are not and cannot be made available for the item(s) listed.

"If the service is for annual maintenance of equipment, enter:

“Services Nonpersonal: Contractor shall provide all labor, tools, parts, materials, and transportation necessary to perform preventive maintenance services on the item(s) listed below for the period of _____ to _____.”

If the service is for installation of equipment, enter:

“Services Nonpersonal: Contractor shall provide all labor, tools, parts, materials, facilities, and transportation necessary to install the item(s) listed below. I certify that government capabilities are not and cannot be made available.”

If the service is for rental of equipment, enter:

“Services Nonpersonal: Contractor shall provide rental service for the item(s) listed below for the period of _____ to _____. I certify that government capabilities are not and cannot be made available.”

If the service is any other type of service, enter:

“Services Nonpersonal: Contractor shall provide service listed below. I certify that government capabilities are not and cannot be made available.”

3. Block b: On/Off Site Work

State whether on site work is required or not required. If required, indicate a Point of Contact (POC), his phone number, and the building number and room number in which the work will be performed. Normally, on site work is not accomplished unless the item is too large to move or if the worker would normally be able to fix it where it sits.

3. Block c: Item Description, Manufacturer, Model No, and Serial No

If the service is for contract repair, annual maintenance, installation of equipment, or rental of equipment, enter the federal stock number of the item, the name of the item, its serial number, its brand name, and its model number.

4. Block d: Estimated Replacement Cost and Maximum Repair Allowance (MRA)

If the service is for contract repair, enter the estimated cost it would be to replace the item and the MRA (which is 75% of the replacement cost). If the service is not for contract repair, do not include this block.

5. Block e: Statement of Work

Explain exactly what service is required. Be as specific as possible, using attachments and/or diagrams to make it completely clear what service is required. If the service is for contract repair, clearly describe what should be done to correct the problem in order to get the item back to a serviceable condition. The service you describe will be the service you are provided with! If a Statement of work is needed, attach a paper copy to the Form 9 and

identify the USMTM Point of Contact. The Contracting Officer will request an electronic copy of the SOW from the Point of Contact once the PR is accepted in the Contracting Directorate.

6. Block f: Date Warranty Expires

If the service is for contract repair, enter the date that the warranty expires, if the item is still (or ever was) under warranty. If the service wasn't for contract repair or the item wasn't under warranty, do not include this block.

7. Block g: Suggested Source

Whenever possible, provide a suggested source (along with his phone number).

8. Block h: Individual Responsible for Inspection/Acceptance

Enter the name (and phone number) of the individual who will be responsible for inspecting and accepting the repaired or installed item or service provided once the work is done. If inspection/acceptance is to be performed by host nation personnel (non-U.S. Government), clearly identify the personnel involved.

n. Block 14: Quantity

Enter the quantity of that particular line item that needs to be purchased. For repair services (and most other services) this will be 1.

o. Block 15: Unit

Enter the unit of issue. For services, this will usually be "JB." For commodities/supply items, see Appendix 4 for a list of unit of issue designations.

p. Block 16: Estimated Unit Price

Enter a price estimate for each unit of the item desired based on current market conditions. If this information is not available, enter your best estimate.

q. Block 17: Estimated Total Cost

Enter the estimated total cost by multiplying the unit price by the number desired.

r. Block 18: Total

Enter the sum of all the estimated total costs for each line item on the Form 9.

s. Block 19: Purpose

Enter a short statement of the purpose of the acquisition. Examples would be "Classroom supplies for RSNF training course", "Purchase Executive chairs to match conference room furniture" or "Repair TV".

v. Blocks 22-25: Requesting Official Information

Enter the date, name and grade of the requesting official, signature of the requesting official, and telephone number of the requesting official.

w. Blocks 26-28: Approving Official Information

Enter the date, name and grade of the approving official, and the signature of the approving official. Individuals authorized to approve AF Form 9s are generally the unit resource advisor (for acquisitions less than \$2500) or the squadron commander (for acquisitions over \$2500).

x. Blocks 29-33: Funds Certification Information

Except for part of block 29, these blocks are left blank and reserved for funds certification by the Accounting and Finance Office.

REQUEST FOR PURCHASE					NO. (1)	
INSTALLATION (2)					DATE (3)	
TO: CONTRACTING OFFICER (4)					CLASS (5)	
THROUGH (6)					CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO. (8)	
FROM: <i>(Insert RC/CC, if applicable)</i> (7)						
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE						
PURCHASED FOR (9)			FOR DELIVERY TO (10)		NOT LATER THAN (11)	
ITEM (12)	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED		QUANTITY (14)	UNIT (15)	ESTIMATED UNIT PRICE \$ (16)	ESTIMATED TOTAL COST \$ (17)
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> (13) commodities (a) (b) (c) (d) </div> <div style="width: 45%;"> services (a) (b) (c) (d) (e) (f) (g) (h) </div> </div>					
TOTAL						\$ (18)
PURPOSE (19)						
DATE (22)		TYPED NAME AND GRADE OF REQUESTING OFFICIAL (23)		SIGNATURE (24)		
				TELEPHONE NO. (25)		
DATE (26)		TYPED NAME AND GRADE OF APPROVING OFFICIAL (27)		SIGNATURE (28)		
<i>I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.</i>						
ACCOUNTING CLASSIFICATION (29)					AMOUNT (30)	
DATE (31)		TYPED NAME AND GRADE OF CERTIFYING OFFICIAL (32)		SIGNATURE (33)		

REQUEST FOR PURCHASE				NO. F2LGCC81823100	
INSTALLATION USMTM				DATE 1 JUL 98	
TO: CONTRACTING OFFICER USMTM/DC				CLASS	
THROUGH				CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO.	
FROM: (Insert RC/CC, if applicable) requestor's name, unit, and telephone number					
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE					
PURCHASED FOR your unit's name		FOR DELIVERY TO your unit's building and room number		NOT LATER THAN priority and/or RDD	
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
0001	Stock Number: Item Description and/or Specifications: Suggested Source: XYZ Company 123 Any Street Any Town, ST ZIP (123)-456-7890 Base Supply Coordination: as required	1	unit of issue	\$ 100.00	\$ 100.00
TOTAL					\$ 100.00
PURPOSE					
DATE 1 Jul 98	TYPED NAME AND GRADE OF REQUESTING OFFICIAL JOHN DOE, SSgt, USAF Primary Equipment Custodian		SIGNATURE		
			TELEPHONE NO. (don't forget to fill this out)		
DATE 1 Jun 95	TYPED NAME AND GRADE OF APPROVING OFFICIAL JOE SMITH, LTC, USAF Unit Commander		SIGNATURE		
<i>I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.</i>					
ACCOUNTING CLASSIFICATION except for RC/CC and EEIC, this is filled in by accounting and finance				AMOUNT 100.00	

DATE 1 Jul 98	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL JANE DOE, GS-09, DFAC Certifying Official	SIGNATURE
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AF FORM 9, MAR 77

Computer Generated Sample
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REQUEST FOR PURCHASE		NO. FULGCC81823100
INSTALLATION USMTM		DATE 1 Jul 98
TO: CONTRACTING OFFICER USMTM/DC		CLASS
THROUGH		CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO.
FROM: (Insert RC/CC, if applicable) requestor's name, unit, and telephone number		

IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE

PURCHASED FOR your unit's name	FOR DELIVERY TO your unit's building and room number	NOT LATER THAN RDD
-----------------------------------	---	-----------------------

ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
0001	<p>PSC/Suffix #:</p> <p>Statement of nonpersonal services and certification of non-availability of government services</p> <p>On/Off Site Work: include POC (and his ext & location) if on site</p> <p>Item Description:</p> <p>Manufacturer:</p> <p>Model No.:</p> <p>Serial No.:</p> <p>Estimated Replacement Cost:</p> <p>Maximum Repair Allowance (MRA): 75% of est replacement cost</p> <p>Statement of Work: what needs to be done (be very specific)</p> <p>Date Warranty Expires: delete if no warranty exists</p> <p>Suggested Source:</p> <p>XYZ Company 123 Any Street Any Town, ST 12345 (123)-456-7890</p> <p>Individual Responsible for Inspection/Acceptance: Name & his ext</p>	1	unit of issue	\$ 100.00	\$ 100.00

TOTAL					\$ 100.00
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PURPOSE		
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DATE 1 Jul 98	TYPED NAME AND GRADE OF REQUESTING OFFICIAL JOHN DOE, SSgt, USAF Primary Equipment Custodian	SIGNATURE
		TELEPHONE NO. (don't forget to fill this out)
DATE 1 Jul 98	TYPED NAME AND GRADE OF APPROVING OFFICIAL JOE SMITH, LTC, USAF Unit Commander	SIGNATURE

I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.

ACCOUNTING CLASSIFICATION	AMOUNT 100.00
---------------------------	------------------

DATE	TYPED NAME AND GRADE OF CERTIFYING OFFICIAL	SIGNATURE
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1 Jul 98

JANE DOE, GS-09, DFAC
Certifying Official

AF FORM 9, MAR 77

Computer Generated Sample
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Appendix 2 - Filling Out the SF 1449

The following notes refer to the blocks on the attached sample of the SF 1449, “Solicitation/ Contract/Order for Commercial Items”. As far as the customer is concerned, the only block that should be filled out by the end-user is block 32. This will be how the customer can acknowledge receipt of the item and therefore ensure that Finance is able to pay the contractor in a timely manner. The following is a description of how that block should be filled out

a. Block 32a: Quantity in Column 21 Has Been...

fill in all the appropriate blocks:

☐ **Received** - if the item ordered was received

☐ **Inspected** - if the item was inspected

☐ **Accepted, and Conforms to the Contract, Except as Noted** - if there is some discrepancy with what was ordered and what was actually received

b. Block 32b: Signature of Authorized Govt Representative the receiver signs for the item in this block

c. Block 32c: Date

the receiver enters the date that the item was signed for here. This is the date that starts the payment cycle, therefore it is extremely important that the signer report the proper date here and forward a signed copy of this form directly to Finance so that they can initiate payment

		42c. DATE REC'D	42d. TOTAL CONTAINERS
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AUTHORIZED FOR LOCAL REPRODUCTION

SEE REVERSE FOR OMB CONTROL NUMBER AND
PAPERWORK BURDEN STATEMENT

STANDARD FORM 1449 (10-95) (EF)
Prescribed by GSA-FAR (48 CFR) 53.212

Appendix 3 - Filling Out the DD 250

The following notes refer to the blocks on the attached sample of the DD Form 250, “Material Inspection and Receiving Report.”

- a. Block 1: Proc Instrument Iden (Contract) | (Order) No**
Enter the contract’s number (as assigned by the Directorate of Contracting) here
if the contract is a “D” type contract, enter the BDO (Blanket Delivery Order) number in the “(Order) No” portion of this block
- b. Block 2: Shipment No**
If the shipment is a partial shipment, enter the appropriate number here
- c. Block 3: Date Shipped**
Enter the date the shipment was shipped here
- d. Block 4: B/L**
Enter the Bill of Lading number here
- e. Block 5: Discount Terms**
Enter any appropriate contractor offered discount terms here
- f. Block 6: Invoice No/Date**
Enter the contractor’s invoice number and date of invoice in this block
- g. Block 7: Page of**
Enter the appropriate page numbers here
- h. Block 8: Acceptance Point**
Enter the item’s acceptance point here
- i. Block 9: Prime Contractor**
Enter the prime contractor’s name and address in this block
- j. Block 10: Administered By**
Enter the following information in this block:
USMTM/DC
- k. Block 11: Shipped From**
Enter the shipped from address, or “same as block 9” if shipped from prime contractor’s site
- l. Block 12: Payment Will Be Made By**
Enter the following information in this block:
USMTM/COMMERCIAL PAY
- m. Block 13: Shipped To**
Enter the address to where the item was shipped.
- n. Block 14: Marked For**
Enter the name or unit for whom the item was marked
- o. Block 15: Item Number**
List each item on a separate line
- p. Block 16: Stock/Part No Description**
Enter a brief description of the item
- q. Block 17: Quantity Shipped/Rec’d**
Enter the exact quantity shipped/received (not ordered)
- r. Block 18: Unit**

Enter the unit of issue for each particular item

s. Block 19: Unit Price

Enter the price per unit of issue

t. Block 20: Amount

Enter the total amount for the line item

this should equal the quantity shipped times the unit price

At the bottom of this column, the receiver should total all the items listed on each DD 250

u. Block 21: Contract Quality Assurance

If the item is accepted at the contractor's site, then the QAE (Quality Assurance Evaluator) must fill out the "A" portion of this block, otherwise, if the item was accepted at the QAE's site, then the "B" portion of this block must be filled out regardless of which portion is filled out, the QAE should date and sign on the appropriate lines and then type or write in his name and office symbol

v. Block 22: Receiver's Use

This is the block where the receiver certifies that the quantities shown in column 17 were received in usable condition

it is very important that the receiver ensure that the items ordered were the items received and that the correct quantities were received once the Government signs for these items, there is little recourse to mistakes in the order

w. Block 23: Contractor Use Only

This block is left blank and used (if necessary) by the contractor

MATERIAL INSPECTION AND RECEIVING REPORT						Form Approved OMB No. 0704-0248	
Public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0248), Washington DC 20503.							
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.							
1. PROC INSTRUMENT IDENT (CONTRACT)		(ORDER) NO.		6. INVOICE NO./DATE		7. PAGE OF	
8. ACCEPTANCE POINT		2. SHIPMENT NO.		3. DATE SHIPPED		4. B/L	
5. DISCOUNT TERMS		TCN		9. PRIME CONTRACTOR		CODE	
10. ADMINISTERED BY		CODE		11. SHIPPED FROM (If other than 9)		CODE	
12. PAYMENT WILL BE MADE BY		CODE		13. SHIPPED TO		CODE	
14. MARKED FOR		CODE		15. ITEM NO.		16. STOCK/PART NO. AND/OR DESCRIPTION	
17. QUANTITY SHIP/REC'D*		18. UNIT		19. UNIT PRICE		20. AMOUNT	
21. CONTRACT QUALITY ASSURANCE				22. RECEIVER'S USE			
A. ORIGIN <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents		B. DESTINATION <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents		Quantities shown in column 17 were received in apparent good condition except as noted			
DATE		SIGNATURE OF AUTH GOVT REP		DATE RECEIVED		SIGNATURE OF AUTH GOVT REP	
TYPED NAME AND OFFICE		TYPED NAME AND OFFICE		TYPED NAME AND OFFICE			
23. CONTRACTOR USE ONLY				* If quantity received by the Government is the same as quantity shipped, indicate by () mark; if different, enter actual quantity received below quantity shipped and encircle			

Appendix 4 - Unit of Issue Designators

In block (14), use the appropriate unit of issue designator as per the following list:

AM	ampoule	FD	fold	PK	Pack
AT	assortment	FT	foot	PR	Pair
AY	assembly	GL	gallon	PT	Pint
BA	ball	GM	gram	PZ	Packet
BC	block	GP	group	QR	Quire
BD	bundle	HD	hundred	QT	Quart
BE	bale	HF	hundred feet	RA	Ration
BF	board foot	HK	hank	RL	Reel
BG	bag	IN	inch	RM	Ream
BK	book	JB	job	RO	Roll
BL	barrel	JR	jar	RX	thousands of rolls
BO	bolt	KE	keg	SA	Sack
BR	bar	KG	kilogram	SC	square centimeter
BT	bottle	KT	kit	SD	Skid
BX	box	LB	pound	SE	Set
CA	cartridge	LF	linear foot	SF	square foot
CB	carboy	LG	length	SH	Sheet
CC	cubic centimeter	LI	liter	SI	square inch
CD	cubic yard	LO	lot	SK	Skein
CE	cone	MC	thousand cubic feet	SL	Spool
CF	cubic foot	ME	meal	SM	square meter
CK	cake	MG	milligram	SO	Shot
CL	coil	MM	millimeter	SP	Strip
CM	centimeter	MR	meter	SU	Subscription
CN	can	MX	thousand	SX	Stick
CO	container	OT	outfit	SY	square yard
CS	case	OZ	ounce	TN	Ton
CT	carton	PC	piece	TO	troy ounce
CY	cylinder	PD	pad	TU	Tube
CZ	cubic meter	PG	package	UN	Unit
DR	drum	PL	pail	VI	Vial
DZ	dozen	PM	plate	XX	Ten
EA	each	PN	panel	YD	Yard
EN	envelope				